WEST TEXAS A&M UNIVERSITY
President’s Delegation of Authority for Contract Administration
Fiscal Year 2016

General Delegations:

The Chancellor is delegated the authority to sign and approve contracts of less than $500,000 not specifically reserved by the Board of Regents in System Policy 25.07, Contract Administration. In accordance with System Policy 25.07, §6, the Chancellor may delegate authority to deputy chancellors, vice chancellors, CEOs or others to sign and approve these contracts.

In accordance with System Policy 25.07, the Delegation of Authority for Contract Administration for all contracts less than $500,000 is shown on the following pages. In case of unavailability of the person who has the delegated authority, either the CFO/Vice President for Business and Finance or the CEO/President is delegated the authority to execute the contract.

Certain contracts that involve or exceed $500,000 or are longer than 5 years must be approved by the Board of Regents in accordance with System Policy 25.07, §2.

Legend: [Add abbreviations specific to Member.]
Notes:

1 REQUIRED GENERAL COUNSEL REVIEW (System Policy 25.07, §4): All contracts that have a stated or implied consideration of $100,000 or more must be submitted to OGC for review and approval as to form and legal sufficiency when required by OGC guidelines that have been approved by the chancellor.

2 Proposed contracts and agreements meeting one or more of the following requirements do not need to be reviewed and approved by OGC, provided that such contracts and agreements are reviewed by the member in accordance with System Policy 25.07, System Regulation 25.07.01 and the System Contract Review Checklist: (a) contracts and agreements entered into pursuant to an unaltered contract form or template approved by OGC within the preceding three years; (b) interagency and intra-system agreements entered into pursuant to System Regulation 25.07.06; and (c) sponsored research contracts, cooperative agreements, and grants entered into with an agency of the United States government that contain standard clauses common to such contracts, cooperative agreements and grants.

3 All contracts for goods or services must be in compliance with System Regulation 25.07.03, Acquisition of Goods and/or Services. All purchases shall comply with state statutes relating to contracting with historically underutilized businesses and procurement of goods and services from persons with disabilities.

4 It is the responsibility of the person noted in the “Typical Routing for Departmental Review” section to signify in writing (via email or memorandum) that they have reviewed the contract before sending it to the next person on the list. It is the responsibility of the person noted in the “Authorization to Execute Contracts” sections to so note the complete routing and review certifications before signing the contract.

5 Questions regarding contract administration should be directed to the WTAMU Vice President for Business and Finance.
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<th>TYPE OF CONTRACT</th>
<th>TYPICAL ROUTING FOR DEPARTMENTAL REVIEW</th>
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<th>AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 to $499,999)</th>
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<td>1. ADVERTISING AGREEMENTS</td>
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<tr>
<td>1.1 Advertising Agreements</td>
<td>Department Head, Dir. of Mkt &amp; Comm. Services, VPBF</td>
<td>Purchasing (P.O.), VPBF</td>
<td>CEO/President</td>
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<tr>
<td>2. AFFILIATION AGREEMENTS/AFFILIATION SERVICE AGREEMENTS</td>
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<tr>
<td>2.1 Agreement with Foreign Governmental Bodies</td>
<td>Department Head, Dean/Senior Adm., Provost/VPAA (as appropriate), VPBF, TAMUS OGC</td>
<td>CEO/President</td>
<td>CEO/President</td>
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<tr>
<td>2.2 Private Companies &amp; Foundations</td>
<td>Department Head, Dean/Senior Adm., VPBF, Provost/VPAA (as appropriate), TAMUS OGC</td>
<td>VPBF</td>
<td>CEO/President</td>
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<td>3. ARTICULATION AGREEMENTS</td>
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<tr>
<td>3.1 Agreements with other institutions of higher education regarding transfer of courses</td>
<td>Department Head, Provost/VPAA</td>
<td>Provost/VPAA</td>
<td>Provost/VPAA</td>
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<td>4. ATHLETIC AGREEMENTS</td>
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<td>4.1 Athletic Events</td>
<td>Athletic Director, CEO/President</td>
<td>Athletic Director ≤ $50,000, VPBF &gt; $50,000</td>
<td>CEO/President</td>
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<tr>
<td>4.1.1 Athletic Game Guarantees</td>
<td>Athletic Director, CEO/President</td>
<td>Athletic Director</td>
<td>CEO/President</td>
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<tr>
<td>4.2 Athletic Event Sponsorship</td>
<td>• Athletic Director</td>
<td>• Athletic Director ≤ $25,000</td>
<td>• President</td>
</tr>
<tr>
<td></td>
<td>• CEO/President</td>
<td>• VPBF &gt; $25,000</td>
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</tr>
<tr>
<td>4.3 Transportation Purchase Order Contracts</td>
<td>• Department Head</td>
<td>• Dept. Head ≤ $3,000</td>
<td>• VPBF</td>
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<tr>
<td></td>
<td>• Dean ≥ $1,000 and &lt; $10,000</td>
<td>• Dean/Senior Admin. &gt;$3,000 and ≤ $5,000</td>
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<tr>
<td></td>
<td>• Vice President ≥ $10,000</td>
<td>• Purchasing &gt; $5,000</td>
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<td></td>
<td>• Purchasing</td>
<td>• HUB Coordinator &gt; $5,000</td>
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<td></td>
<td>• HUB Coordinator</td>
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</tr>
<tr>
<td>4.4 Hotel Purchase Order Contracts</td>
<td>• Department Head</td>
<td>• Dept. Head ≤ $3,000</td>
<td>• VPBF</td>
</tr>
<tr>
<td></td>
<td>• Dean ≥ $1,000 and &lt; $10,000</td>
<td>• Dean/Senior Admin. &gt;$3,000 and ≤ $5,000</td>
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<tr>
<td></td>
<td>• Vice President ≥ $10,000</td>
<td>• Purchasing &gt; $5,000</td>
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<tr>
<td></td>
<td>• Purchasing</td>
<td>• HUB Coordinator &gt; $5,000</td>
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<tr>
<td></td>
<td>• HUB Coordinator</td>
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<tr>
<td>4.5 Athletic Facility Rental Agreements</td>
<td>See Section 19.4.1 herein.</td>
<td>See Section 19.4.1 herein.</td>
<td>See Section 19.4.1 herein.</td>
</tr>
<tr>
<td></td>
<td><em><strong>Limited use of System property by outside entities.</strong></em></td>
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</tr>
<tr>
<td>4.6 Recreational Sports Event Sponsorship</td>
<td>• Rec Sports Director</td>
<td>• Rec Sports Director ≤ $25,000</td>
<td>• CEO/President</td>
</tr>
<tr>
<td></td>
<td>• CEO/President</td>
<td>• VPBF &gt; $25,000</td>
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</table>

5. CONSTRUCTION CONTRACTS (SP 51.02, 51.04, SR 51.04.01) * Monetary Categories Above Do Not Apply to this Section.

<p>| 5.1 Minor Projects (Less than $4,000,000) | • Department Head (≤$2,000) | • VPBF (≤ $50,000) | • Appropriate Vice President (≥ $5,000) | • SSC Management | • HUB Coordinator | • CEO/President ( &gt; $50,000) |
| 5.2 Major Projects ($4,000,000 or more, but less than $10,000,000) | • SSC Management | • VPBF | • CEO/President | • Treasury Services | • TAMUS FPC (&amp;HUB) | • TAMUS Chief Business | • VPBF | • CEO/President |</p>
<table>
<thead>
<tr>
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<tr>
<td>5.3 Architect/Engineer</td>
<td>• Officer</td>
<td>• General Counsel</td>
<td>• CEO/President</td>
</tr>
<tr>
<td>Employment of Architect/Engineer for Consultant/Engineering Professional Services.</td>
<td>• VPBF</td>
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<td>6. CONSULTING AGREEMENTS</td>
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<tr>
<td>6.1 Statutory Consulting Agreements</td>
<td>See Section 22.7 herein.</td>
<td>See Section 22.7 herein.</td>
<td>See Section 22.7 herein.</td>
</tr>
<tr>
<td>Acquisition of consulting services as defined by Texas Government Code § 2254.021.</td>
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<tr>
<td>Providing consulting services to 3rd parties</td>
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<tr>
<td>7. DONOR AGREEMENTS (SP 21.05, SR 21.05.01)</td>
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<tr>
<td>7.1 Personal Property with Restrictions</td>
<td>• Department Head</td>
<td>• VPIA</td>
<td>• CEO/President &lt; $1,000,000</td>
</tr>
<tr>
<td>(including indemnification) on Acceptance (including cash or cash equivalents) See SP 21.05.</td>
<td>• Dean/Senior Adm.</td>
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<td>• Chancellor ≥ $1,000,000</td>
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<td></td>
<td>• VPIA</td>
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<tr>
<td>7.2 Real Property (including all bequests)</td>
<td>See Section 19.1 herein.</td>
<td>See Section 19.1 herein.</td>
<td>See Section 19.1 herein.</td>
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<tr>
<td>All decisions involving accepting donations of real property should be coordinated through the SREO pursuant to SP 41.01.</td>
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<td>8. EMPLOYMENT APPOINTMENTS</td>
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<td>8.1 Faculty Offer Letters (Conditional letters of appointment to faculty)</td>
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<tr>
<td>8.1.1 Approval of Appointment Offers – Tenure with Appointment (Rank of Professor, Associate Professor)</td>
<td>• Department Tenure &amp; Promotion Committee</td>
<td>• Chancellor</td>
<td>• Chancellor</td>
</tr>
<tr>
<td></td>
<td>• Department Head</td>
<td>• Board of Regents</td>
<td>• Board of Regents</td>
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<td></td>
<td>• College Tenure &amp; Promotion Committee</td>
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<td></td>
<td>• Dean</td>
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<td></td>
<td>• Univ. Tenure &amp; Promotion</td>
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<tr>
<td>8.1.2 Approval of Appointment Offers – Tenure-Track Faculty Appointments (Rank of Associate Professor, Assistant Professor, Instructor)</td>
<td>• Department Head</td>
<td>• CEO/President</td>
<td>• CEO/President</td>
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<tr>
<td></td>
<td>• Dean</td>
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<td></td>
<td>• Provost/VPAA</td>
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<tr>
<td>8.1.3 Approval of Appointment Offers – Non-Tenure Track Appointments (e.g. Visiting Faculty Titles &amp; Lecturer Titles)</td>
<td>• Department Head</td>
<td>• Provost/VPAA</td>
<td>• Provost/VPAA</td>
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<tr>
<td></td>
<td>• Dean</td>
<td></td>
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<tr>
<td>8.1.4 Approval of Appointment Offers – Appointment and accompanying salary changes as Dean, Interim Dean, Acting Dean</td>
<td>• Department Head</td>
<td>• CEO/President</td>
<td>• CEO/President</td>
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<td></td>
<td>• Provost/VPAA</td>
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<tr>
<td>8.1.5 Approval of Appointment Offers – Appointment and accompanying salary changes as Academic Department Head, Interim Head, Acting Head</td>
<td>• Department Head</td>
<td>• Provost/VPAA</td>
<td>• Provost/VPAA</td>
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<td></td>
<td>• Provost/VPAA</td>
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<tr>
<td>8.1.6 Approval of Appointment Offers – Appointment and accompanying salary changes for faculty members appointed as Director of an Academic Administrative Services Center or Institute</td>
<td>• Department Head</td>
<td>• CEO/President</td>
<td>• CEO/President</td>
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<td>• Provost/VPAA</td>
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<tr>
<td>8.1.7 Approval of Appointment Offers – Appointment and accompanying salary changes as Associate or Assistant Dean</td>
<td>• Department Head</td>
<td>• CEO/President</td>
<td>• CEO/President</td>
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<td>• Provost/VPAA</td>
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<tr>
<td>8.1.8 Approval of Appointment Offers – Appointment and accompanying salary changes as Associate or</td>
<td>• Department Head</td>
<td>• CEO/President</td>
<td>• CEO/President</td>
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</tbody>
</table>
| Assistant Department Head, Departmental Division Head                          | ● Department Head  
● Dean  
● Provost/VPAA                                                                                           | ● CEO/President                                          | ● CEO/President                                          |
| 8.1.9 Approval of Appointment Offers – Faculty Appointments in Excess of Budgeted 100% Assignment |                                                                                                           |                                                         |                                                          |
| 8.1.10 Continuing and Extension Education                                         | ● Dir. of Cont. Educ.  
● Department Head  
● Dean  
● Appropriate Vice President                                                                              | ● Provost/VPAA                                          | ● Provost/VPAA                                          |
| 8.1.11 Other Instructional Agreements – Temporary Hires (part-time faculty, adjunct faculty) | ● Department Head  
● Dean  
● Provost/VPAA                                                                                           | ● CEO/President                                          | ● CEO/President                                          |
| 8.1.12 Off-Campus Instruction                                                   | ● Department Head  
● Dean  
● Provost/VPAA                                                                                           | ● Provost/VPAA                                          | ● Provost/VPAA                                          |
| 8.1.13 Graduate Assistants (initial employment agreement for graduate student assistants) | ● Department Head  
● Dean  
● Appropriate Vice President  
● Athletic Director  
● Dean of Graduate School                                                                 | ● Provost/VPAA                                          | ● Provost/VPAA                                          |
| 8.2 Non-Faculty Employment Appointments                                           |                                                                                                           |                                                         |                                                          |
| 8.2.1 Approval of Appointment Offers – Non-Classified Administrative Staff      | ● Department Head  
● Dean  
● Provost/VPAA (academic)  
● Appropriate Vice President  
● Athletic Director  
● VPBF                                                                 | ● CEO/President                                          | ● CEO/President                                          |
| 8.2.2 Approval of Appointment Offers – Classified Support Staff                  | ● Department Head  
● Dean  
● Provost/VPAA (academic)  
● Appropriate Vice President  
● Athletic Director                                                                                     | ● CEO/President                                          | ● CEO/President                                          |
## Type of Contract

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<td>8.2.3 Approval of Appointment Offers – Staff in Excess of Budgeted 100% Assignment</td>
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<td>• CEO/President</td>
<td>• CEO/President</td>
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<td></td>
<td>• Department Head</td>
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<td></td>
<td>• Dean</td>
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<td></td>
<td>• Provost/VPAA (academic)</td>
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<td></td>
<td>• Appropriate Vice President</td>
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<td>• Athletic Director</td>
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<td></td>
<td>• VPBF</td>
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## 9. Equipment Lease Agreements

### WTAMU as Lessor

#### 9.1 Equipment Lease with Purchase Option

- Non-employee (former faculty, research sponsor, etc.) rental for a specific period with fixed purchase option of WTAMU-owned equipment.

- Department Head
- Dean
- Provost/VPAA (academic)
- Appropriate Vice President
- Athletic Director
- VPBF

#### 9.2 Equipment Lease for WTAMU-Related Activities

- Non-employee (student, conference, etc.) rental for a specified period of WTAMU-owned vehicle or other equipment.

- (same for 9.1 above)
- Department Head
- Dean/Senior Adm.
- Purchasing

- (same for 9.1 above)
- Purchasing
- VPBF

### WTAMU as Lessee

#### 9.3 Equipment Lease with Purchase Option

- Rental of equipment for WTAMU use with fixed option to purchase within a specified period (five years or less).

- Department Head
- Dean/Senior Adm.
- Purchasing

- Purchasing
- VPBF

#### 9.4 Equipment Lease (Rental)

- Rental of equipment for WTAMU use for a specified period (five years or less).

- Department Head
- Dean/Senior Adm.
- Purchasing

- Purchasing
- VPBF
<table>
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<tr>
<td><strong>10. FEDERAL &amp; STATE REGULATORY AGREEMENTS</strong></td>
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</table>
| 10.1 Permits, Licenses, Declarations, Applications Filed with Regulatory Agencies | • VPBF  
• President  
• System Real Estate Office | • Chancellor  
• Board of Regents | • Chancellor  
• Board of Regents |
| **11. GRANT PARTICIPATION AGREEMENTS (FEDERAL/STATE/LOCAL/PRIVATE)** | | | |
| 11.1 Grants (sponsored projects) | • Principal Investigator  
• Department Head  
• Dean/Senior Administrator  
• VPRC  
• Dir., Office of Sponsored Research  
• Provost/VPAA  
• Controller  
• VPBF | • VPBF < $50,000  
• CEO/President ≥ $50,000  
• VPRC | • CEO/President  
• VPRC |
| 11.2 Student Financial Aid | • Dir. Financial Aid  
• VPEM  
• Controller  
• VPBF | • VPBF < $50,000  
• CEO/President ≥ $50,000 | • CEO/President |
| 11.3 Funding Agreements  
(Academic) | • Principal Investigator  
• VPRC  
• Dir., Office of Sponsored Research  
• Controller  
• VPBF | • VPBF < $50,000  
• CEO/President ≥ $50,000 | • CEO/President |
| 11.4 Funding Agreements  
(Non-Academic) | • Principal Investigator  
• VPRC  
• Dir., Office of Sponsored Research  
• Controller  
• VPBF | • VPBF < $50,000  
• CEO/President ≥ $50,000 | • CEO/President |
<p>| <strong>12. INTELLECTUAL PROPERTY (SP 17.01)</strong> | | | |
| 12.1 Technology Transfer | | | |
| <strong>Texas A&amp;M Technology Commercialization (TTC)</strong> | | | |</p>
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</thead>
</table>
| 12.1.1 Patent License Agreement *(Technology Transfer)* | Inventor  
Department Head  
Dean  
Provost/VPAA  
CEO/President  
TAMUS OGC | VPBF  
TAMUS OTC | CEO/President  
Vice Chancellor for Business Services  
TAMUS OTC |
| 12.1.2 Non-Patent License Agreement *(Technology Transfer)* | Inventor  
Department Head  
Dean  
Provost/VPAA  
CEO/President  
TAMUS OGC | VPBF  
TAMUS OTC | CEO/President  
Vice Chancellor for Business Services  
TAMUS OTC |
| 12.1.3 Trademark License | Inventor  
Department Head  
Dean  
Provost/VPAA  
CEO/President  
TAMUS OGC | VPBF  
TAMUS OTC | CEO/President  
Vice Chancellor for Business Services  
TAMUS OTC |
| 12.1.4 Invention/Software Copyright Disclosure | Inventor  
Department Head  
Dean  
VPRC  
Provost/VPAA | CEO/President (copy to TAMUS Office of Technology Commercialization) | CEO/President (copy to TAMUS Office of Technology Commercialization) |
| 12.1.5 Software License | See Section 18.3 herein. | See Section 18.3 herein. | See Section 18.3 herein. |
| 12.1.6 Material Transfer *(Commercial)* | Author/Researcher  
Department Head  
Dean | VPBF | CEO/President  
Vice Chancellor for Business Services |
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</table>
| 12.1.7 Material Transfer (Non-Commercial) | • Author/Researcher  
• Department Head  
• Dean  
• Provost/VPAA  
• Dir., Office of Sponsored Research | • VPBF  
• VPRC | • CEO/President  
• VPRC |
| 12.2 Intellectual Property Application and Prosecution | • Department Head  
• Dean/Senior Admin.  
• Director of Development  
• Provost/VPAA  
• VPBF  
• CEO/President | • VPBF  
• CEO/President  
• System Office of B&A  
• TAMUS OGC  
• TAMUS OTC | • CEO/President  
• System Office of B&A  
• TAMUS OGC  
• TAMUS OTC |
| 12.3 Collegiate Licensing | • Dir. Comm. & Mkt. Services  
• VPBF  
• Controller | • VPBF | • CEO/President |
| 12.4 Nondisclosure/Confidentiality Agreements  
*Committing WTAMU or individuals other than the individual signing. (Nondisclosure/Confidentiality Agreements that SOLELY bind the individual signing are exempt.)* | • Department Head  
• Dean/Senior Admin.  
• Provost/VPAA  
• VPBF | • VPBF | • CEO/President |
| 12.5 Texas Inter-Agency Agreements  
*Commitment for the use/acquisition (provision) from (to) another state agency or institution* | • Department Head  
• Dean/Senior Admin.  
• Controller | • Controller  
• VPBF | • CEO/President |
| 12.6 Business Services Agreements (with outside entities) | • Department Head  
• Dean/Senior Admin.  
• Purchasing | • Department Head  
• Purchasing  
• VPBF | • CEO/President |
<table>
<thead>
<tr>
<th>TYPE OF CONTRACT</th>
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<th>AUTHORIZATION TO EXECUTE CONTRACTS (Less than $100,000)</th>
<th>AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 to $499,999)</th>
</tr>
</thead>
</table>
| 12.7 Affiliation Agreements with Foreign Governmental Bodies and Private Companies and Foundations | • Controller  
  • VPBF | • CEO/President | • CEO/President |
| 12.8 Federal/State Program Participation Agreements | • Department Head  
  • Controller  
  • VPBF | • VPBF < $50,000  
  • CEO/President ≥ $50,000 | • CEO/President |
| 12.9 Federal/State Regulatory Agreements (permits, licenses, declarations, applications filed with regulatory agencies) | • Department Head  
  • Controller  
  • VPBF | • VPBF < $50,000  
  • CEO/President ≥ $50,000 | • CEO/President |
| 12.10 Intra-System Agreements  
 Commitments for the use/acquisition (provision) from (to) other System Members | • Department Head  
  • Dean/Senior Admin.  
  • Appropriate V.P.  
  • Purchasing  
  • Controller | • Controller  
  • VPBF | • CEO/President |
| 12.11 Memorandum of Agreement  
 Non-academic (letter style) agreements which document programmatic commitments between TTC and Non-System entities | • Department Head  
  • Dean/Senior Admin.  
  • Appropriate V.P.  
  • VPBF | • VPBF | • CEO/President |

13. INTER-AGENCY and INTER-LOCAL AGREEMENTS

| 13.1 Inter-Agency Agreements  
 Commitment for the use/acquisition (provision) of resources from (to) another STATE AGENCY governed by Texas Government Code Chapter 771 | • Department Head  
  • Dean/Senior Admin.  
  • Controller | • VPBF | • CEO/President |
| 13.2 Inter-Local Agreements  
 Commitment for the use/acquisition (provision) of resources from (to) a | • Department Head  
  • Dean/Senior Admin.  
  • Controller | • VPBF | • CEO/President |
<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>LOCAL GOVERNMENT governed by Texas Government Code Chapter 791</td>
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</tbody>
</table>

14. INTRA-SYSTEM AGREEMENT

14.1 Intra-System Agreement
Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.
- Department Head
- Dean/Senior Admin.
- Controller
- VPBF
- CEO/President

15. LEGAL (SP 09.04, SR 09.04.01)

15.1 Litigation (See 15.1.1 below)
All settlements shall have concurrence of the WTAMU CEO and General Counsel and where required, the approval of the State Attorney General.
- General Counsel
- Chancellor
- CEO/President
- CEO/President
- Chancellor

15.1.1 Approval to Settle:
$100,000 or less
General Counsel
$100,000 to $300,000
Chancellor
More than $300,000 BOR
- General Counsel
- Chancellor
- CEO/President
- CEO/President
- Chancellor

15.2 Outside Legal Counsel
General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.
- General Counsel
- Chancellor
- CEO/President
- CEO/President
- Chancellor

16. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC

16.1 General Memorandum of Agreement or Understanding (Letter Agreement)
Documents programmatic commitments between WTAMU and non-TAMUS entities; contracts to perform educational and service activities consistent with the WTAMU mission.
- Department Head
- Dean/Senior Adm.
- Provost/VPAA (academic)
- VPBF
- Dean/ Senior Admin. < $50,000
- Provost/VPAA (academic)
- VPBF (non-acad.) ≥ $50,000
- CEO/President

16.2 Cooperative Agreements
Student co-op affiliation agreements with sponsoring entities.
- Department Head
- Dean/Senior Adm.
- Provost/VPAA (academic)
- VPBF
- Dean/ Senior Admin. < $50,000
- Provost/VPAA (academic)
- VPBF (non-acad.) ≥ $50,000
- CEO/President

14. INTRA-SYSTEM AGREEMENT

14.1 Intra-System Agreement
Commitment for the use/acquisition (provision) of resources from (to) other SYSTEM members.
- Department Head
- Dean/Senior Admin.
- Controller
- VPBF
- CEO/President

15. LEGAL (SP 09.04, SR 09.04.01)

15.1 Litigation (See 15.1.1 below)
All settlements shall have concurrence of the WTAMU CEO and General Counsel and where required, the approval of the State Attorney General.
- General Counsel
- Chancellor
- CEO/President
- CEO/President
- Chancellor

15.1.1 Approval to Settle:
$100,000 or less
General Counsel
$100,000 to $300,000
Chancellor
More than $300,000 BOR
- General Counsel
- Chancellor
- CEO/President
- CEO/President
- Chancellor

15.2 Outside Legal Counsel
General Counsel acts as liaison to the Attorney General and shall retain, manage and approve all outside counsel for the System and its members.
- General Counsel
- Chancellor
- CEO/President
- CEO/President
- Chancellor

16. MEMORANDA OF AGREEMENT/UNDERSTANDING - ACADEMIC

16.1 General Memorandum of Agreement or Understanding (Letter Agreement)
Documents programmatic commitments between WTAMU and non-TAMUS entities; contracts to perform educational and service activities consistent with the WTAMU mission.
- Department Head
- Dean/Senior Adm.
- Provost/VPAA (academic)
- VPBF
- Dean/ Senior Admin. < $50,000
- Provost/VPAA (academic)
- VPBF (non-acad.) ≥ $50,000
- CEO/President

16.2 Cooperative Agreements
Student co-op affiliation agreements with sponsoring entities.
- Department Head
- Dean/Senior Adm.
- Provost/VPAA (academic)
- VPBF
- Dean/ Senior Admin. < $50,000
- Provost/VPAA (academic)
- VPBF (non-acad.) ≥ $50,000
- CEO/President
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</thead>
</table>
| 16.3 International Affairs  
*Documents mutual obligations for international joint programs.* | • Department Head  
• Dean/Senior Adm.  
• Provost | • CEO/President | • CEO/President |
| 16.4 International Study Abroad Program  
*Documents mutual obligations to establish training [internship opportunities] for WTAMU’s students.* | • Department Head  
• Dean/Senior Adm.  
• Dir. of External Programs  
• Provost | • Provost/VPAA | • CEO/President |
| 16.5 Training Affiliation (internships)  
*Documents mutual obligations to establish training [internship opportunities] for WTAMU’s students.* | • Department Head  
• Dean/Senior Adm.  
• Provost | • Dean of College | • Provost/VPAA |
| 16.6 Work Study Program Agreements | • Employer  
• Director, Student Fin. Aid  
• Controller | • VPEM < $50,000  
• VPBF ≥ $50,000 | • CEO/President |

17. **MEMORANDA OF AGREEMENT/UNDERSTANDING – NON-ACADEMIC**

| 17.1 General Memorandum of Agreement or Understanding (Letter Agreement)  
*Documents commitments between WTAMU and non-TAMUS entities that are non-academic in nature.* | • Department Head  
• Dean/Senior Adm. | • VPBF | • CEO/President |

18. **PURCHASE AGREEMENTS WTAMU acquiring goods and non-professional services**

| 18.1 WTAMU Purchase Orders  
*Purchase of goods from outside vendor using standard form promulgated by WTAMU which are processed through the appropriate bid process in accordance with TAMUS policies and State requirements.* | • Department Head  
• Dean ≥ $1,000 and < $10,000  
• Vice President ≥ $10,000  
• Purchasing  
• HUB Coordinator | • Dept. Head ≤ $3,000  
• Dean/Senior Admin. > $3,000 and ≤ $5,000  
• Purchasing > $5,000  
• HUB Coordinator > $5,000 | • VPBF |

| 18.2 Vendor Purchase Orders  
*Purchase of goods or services from outside vendor using vendor supplied document or negotiated agreement.* | • Department Head  
• Dean ≥ $1,000 and < $10,000  
• Vice President ≥ $10,000 | • Dept. Head ≤ $3,000  
• Dean/Senior Admin. > $3,000 and ≤ $5,000  
• Purchasing > $5,000 | • VPBF |
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</tr>
</thead>
</table>
| 18.3 Software License Agreements  
*Contract for site use of computer software using vendor supplied document or agreement.* | • Department Head  
• Purchasing  
• CIO  
• HUB Coordinator | • HUB Coordinator > $5,000 | • HUB Coordinator > $5,000 |
| 18.3.1 Department  
*Contract limiting application to specific Department.* | • Department Head < $1,000  
• Dean ≥ $1,000 and < $5,000  
• Vice President ≥ $5,000  
• Purchasing  
• CIO  
• HUB Coordinator | • Purchasing | • Purchasing |
| 18.3.2 University  
*Contract providing University-wide computing application.* | • CIO  
• Purchasing  
• HUB Coordinator | • Purchasing | • Purchasing |
| 18.4 Memberships  
*Purchase of Organizational Affiliations for individuals, groups, or the institution.* | • Department Head  
• Dean  
• Appropriate Vice President  
• CEO/President (only for memberships purchased by President’s Office) | • Purchasing | • CEO/President |
| 18.4.1 Professional/Service Associations  
*Purchase by WTAMU on behalf of an individual, group or the institution of a membership in a professional or service organization.* | • Department Head  
• Dean  
• Appropriate Vice President  
• CEO/President (only for memberships purchased by President’s Office) | • Purchasing | • CEO/President |
| 18.4.2 Social/Individual  
*Purchase by WTAMU on behalf of an individual of a membership in a social* | • Department Head  
• Dean  
• Appropriate Vice President  
• CEO/President (only for | • Purchasing | • CEO/President |
<table>
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</thead>
<tbody>
<tr>
<td>18.5 Library Acquisitions</td>
<td>memberships purchased by President’s Office)</td>
<td>• Director of Library</td>
<td>• Director of Library ≤ $50,000 • Provost &gt; $50,000</td>
</tr>
<tr>
<td>18.6 Library Subcontracts</td>
<td>WTAMU library subcontracts to provide off-campus library services.</td>
<td>• Director of Library</td>
<td>• Director of Library ≤ $50,000 • Provost &gt; $50,000</td>
</tr>
<tr>
<td>18.7 Commercial Licenses (Chick-Fil-A, etc.)</td>
<td>• VPBF • CEO/President</td>
<td>• Chancellor • Board of Regents</td>
<td>• Chancellor • Board of Regents</td>
</tr>
<tr>
<td>18.8 Maintenance Agreements acquired with equipment purchase or as stand-alone purchase</td>
<td>• Department Head • Dean/Senior Adm. • Purchasing</td>
<td>• Purchasing</td>
<td>• VPBF</td>
</tr>
<tr>
<td>18.9 Partial Sale, Partial Gift Purchases (See SP 21.05, §3)</td>
<td>• VPBF • CEO/President</td>
<td>• Chancellor</td>
<td>• Chancellor</td>
</tr>
<tr>
<td>18.10 Financing Service Agreements related to the acquisition of good or services.</td>
<td>• VPBF • CEO/President</td>
<td>• Chancellor • Board of Regents</td>
<td>• Chancellor • Board of Regents</td>
</tr>
</tbody>
</table>

19. REAL PROPERTY TRANSACTIONS (SP 41.01, SR 41.01.01)¹ *Monetary Categories Above Do Not Apply to this Section

19.1 Gifts/Bequests of Real Property
   Per SR 41.01.01, §3:
   o SREO oversees all acquisitions of real property.
   o SOBA and OGC must approve prior to CEO accepting gift.
   • VPIA • VPBF • CEO/President • System Real Estate Office • OGC | • Chancellor |

19.2 Lease of Real Property

¹ Per SP 41.01.01, §1.5, for each real property transaction, legal forms and documents must be reviewed and approved for legal form and sufficiency by OGC.
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</thead>
</table>
| 19.2.1 TO 3rd Parties | • VPBF  
  • System Real Estate | • Chancellor  
  • Board of Regents | |
| o Lease of SYSTEM-owned facilities and/or land for a period. SREO shall review leases as required by SR 41.01.01, §5. |  |  |  |
| o Leases to 3rd Parties with a term >5 years, including renewals, must be approved by the BOR as required by SP 41.01, §4.1 |  |  |  |
| 19.2.2 FROM 3rd Parties | • VPBF  
  • CEO/President  
  • System Real Estate Office |  | • VPBF/ CEO/President |
| Lease of facilities (office, laboratory, classroom, storage, residence, etc.) and/or land from a 3rd party for WTAMU use for a specified period. Per SR 41.01.01, §6: |  |  |  |
| o SREO shall review all such leases except residential property and storage space leases that do not exceed 2 years or $50,000. |  |  |  |
| o Member CEOs may execute residential property and storage space leases that do not exceed 2 years or $50,000 and all other leases that do not exceed 5 years or $500,000. |  |  |  |
| 19.2.3 Student Retreat Facility | • VPBF  
  • CEO/President  
  • System Real Estate Office |  | • VPBF/ CEO/President |
<p>| Lease of facilities (camp grounds, recreational facility, residence, etc.) and/or land for WTAMU use for a specific student retreat. |  |  |  |
| 19.3 Housing Agreements |  |  |  |
| 19.3.1 International Housing | • Department Head |  | • VPBF/ CEO/President |</p>
<table>
<thead>
<tr>
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<th>AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 to $499,999)</th>
</tr>
</thead>
</table>
| University owned or leased housing provided for visiting international faculty. | • Dean/Senior Admin.  
• Dir. of Residential Living                                                                                       |                                                        |                                                        |
| 19.3.2 Residence Hall                                                            | • Housing Staff  
• Dir. of Residential Living                                                                                       | • VPSA/ CEO/President                                    |                                                        |
| On-campus student housing.                                                       |                                                                                                          |                                                        |                                                        |
| 19.3.3 Student Apartments                                                          | • N/A                                                                                                    | • N/A                                                   |                                                        |
| Off-campus University-housing provided for students.                             |                                                                                                          |                                                        |                                                        |
| 19.3.4 Mail Box                                                                  | • Dir. of Residential Living  
• Controller                                                                                                  | • VPBF                                                   |                                                        |
| Rental of residence hall mail boxes.                                             |                                                                                                          |                                                        |                                                        |
| 19.4 Other Grants of Rights in Real Property                                     |                                                                                                          |                                                        |                                                        |
| 19.4.1 Permits, Licenses and Facility Use Agreements covering System property     | • Department Head  
• Controller  
• VPBF                                                                                   | • VPBF/ CEO/President                                    |                                                        |
| (temporary or periodic use, i.e. arenas, stadiums, classrooms, etc.).            |                                                                                                          |                                                        |                                                        |
| See SP 41.01.01, §12.1                                                          |                                                                                                          |                                                        |                                                        |
| 19.4.2 Permits and Licenses of System Land, including Water Use and Antiquities | • VPBF                                                                                                    | • Chancellor                                              | • Board of Regents                                      |
| Permits                                                                           |                                                                                                          |                                                        |                                                        |
| • CEO/President                                                                   |                                                                                                          |                                                        |                                                        |
| • System Real Estate Office                                                       |                                                                                                          |                                                        |                                                        |
| 19.4.3 Permits, Licenses and Facility Use Agreements covering 3rd Party Property  | • Department Head  
• Controller  
• VPBF                                                                                   | • VPBF/ CEO/President                                    |                                                        |
<p>| (temporary or periodic use, i.e. arenas, stadiums, classrooms, campgrounds, etc.)|                                                                                                          |                                                        |                                                        |
| See SP 41.01.01, §12.2                                                          |                                                                                                          |                                                        |                                                        |
| 19.4.4 Other Real Property Documents (i.e. Surface Use Agreements, Subordination | • VPBF                                                                                                    | • Chancellor                                              | • Board of Regents                                      |
| &amp; Attornment Agreements, Assignments, Estoppels,                                 |                                                                                                          |                                                        |                                                        |
|                                                                                   |                                                                                                          |                                                        |                                                        |</p>
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<tbody>
<tr>
<td>Consents, Ratifications, Releases, Memorandums, Affidavits, etc.</td>
<td></td>
<td>VPBF</td>
<td>VPBF &lt; $50,000</td>
</tr>
<tr>
<td>19.5 Service Contracts for Real Property Transactions (surveyors, appraisers,</td>
<td>VPBF</td>
<td>VPBF &lt; $50,000</td>
<td>VPBF &lt; $50,000</td>
</tr>
<tr>
<td>property inspectors, title company contracts, etc.) (See Section 22.6)</td>
<td>CEO/President</td>
<td>CEO/President ≥ $50,000</td>
<td>CEO/President ≥ $50,000</td>
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<tr>
<td></td>
<td>System Real Estate Office</td>
<td>VPRC</td>
<td>VPRC</td>
</tr>
<tr>
<td>20. RESEARCH AGREEMENTS</td>
<td></td>
<td>VPBF</td>
<td>VPBF &lt; $50,000</td>
</tr>
<tr>
<td>20.1 Research agreements (where member is the prime contractor signing the</td>
<td>Principal Investigator</td>
<td>VPBF</td>
<td>VPBF &lt; $50,000</td>
</tr>
<tr>
<td>agreement with the sponsor; or member is a subcontractor signing the agreement</td>
<td>Department Head</td>
<td>VPBF</td>
<td>CEO/President ≥ $50,000</td>
</tr>
<tr>
<td>with the prime contractor or a higher-tier subcontractor). Includes grants,</td>
<td>Dean/Senior Administrator</td>
<td>VPRC</td>
<td>VPRC</td>
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<tr>
<td>contracts, and cooperative agreements</td>
<td>VPRC</td>
<td>VPRC</td>
<td>VPRC</td>
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<tr>
<td></td>
<td>Dir, Office of Sponsored Research</td>
<td>VPRC</td>
<td>VPRC</td>
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<td></td>
<td>Provost/VPAA</td>
<td>VPRC</td>
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<td>Controller</td>
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<td></td>
<td>VPBF</td>
<td>VPRC</td>
<td>VPRC</td>
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<tr>
<td>20.2 Sub-agreements/Sub-recipient/Sub-grant/Sub-contract agreements for</td>
<td>Principal Investigator</td>
<td>VPBF</td>
<td>VPBF &lt; $50,000</td>
</tr>
<tr>
<td>sponsored research and ancillary services (where member is the prime</td>
<td>Department Head</td>
<td>VPBF</td>
<td>CEO/President ≥ $50,000</td>
</tr>
<tr>
<td>contractor signing the agreement with a subcontractor; or member is a</td>
<td>Dean/Senior Administrator</td>
<td>VPRC</td>
<td>VPRC</td>
</tr>
<tr>
<td>subcontractor signing the agreement with a lower-tier subcontractor).</td>
<td>VPRC</td>
<td>VPRC</td>
<td>VPRC</td>
</tr>
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<td></td>
<td>Dir, Office of Sponsored Research</td>
<td>VPRC</td>
<td>VPRC</td>
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<td>Provost/VPAA</td>
<td>VPRC</td>
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<td></td>
<td>VPBF</td>
<td>VPRC</td>
<td>VPRC</td>
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<tr>
<td>20.3 Proposal Submissions</td>
<td>Principal Investigator</td>
<td>VPBF</td>
<td>VPBF &lt; $50,000</td>
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<td>Department Head</td>
<td>VPBF</td>
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| 20.4 Teaming Agreements | • Principal Investigator  
• Department Head  
• Dean/Senior Administrator  
• VPRC  
• Dir, Office of Sponsored Research  
• Provost/VPAA  
• Controller  
• VPBF | • VPBF < $50,000  
• CEO/President ≥ $50,000  
• VPRC | • CEO/President  
• VPRC |
| 20.5 Non-disclosure Agreements | • Principal Investigator  
• Department Head  
• Dean/Senior Administrator  
• VPRC  
• Dir, Office of Sponsored Research  
• Provost/VPAA  
• Controller  
• VPBF | • VPBF < $50,000  
• CEO/President ≥ $50,000  
• VPRC | • CEO/President  
• VPRC |
| 20.6 Material Transfer Agreements | • Principal Investigator  
• Department Head  
• Dean/Senior Administrator  
• VPRC  
• Dir, Office of Sponsored Research  
• Provost/VPAA  
• Controller  
• VPBF | • VPBF < $50,000  
• CEO/President ≥ $50,000  
• VPRC | • CEO/President  
• VPRC |
| 20.7 Testing/Analytical Agreements | • Principal Investigator  
• Department Head  
• Dean/Senior Administrator  
• VPRC | • VPBF < $50,000  
• CEO/President ≥ $50,000  
• VPRC | • CEO/President  
• VPRC |
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</table>
| Misc. Research Agreements.  | - Principal Investigator  
- Department Head  
- Dean/Senior Administrator  
- VPRC  
- Dir, Office of Sponsored Research  
- Provost/VPAA  
- Controller  
- VPBF | - VPBF < $50,000  
- CEO/President ≥ $50,000  
- VPRC | - CEO/President  
- VPRC |
| 20.8 Includes Vessel Time Charter Agreements and Video Production Agreements. | | | |

21. **SALES AGREEMENTS** *(WTAMU providing goods or services)*

21.1 Consultant/Professional Service Agreements *(WTAMU acting as consultant or performing professional service (including testing services)).*

<table>
<thead>
<tr>
<th></th>
<th>TYPICAL ROUTING FOR DEPARTMENTAL REVIEW</th>
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<th>AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 to $499,999)</th>
</tr>
</thead>
</table>
|                     | - Department Head  
- Dean/Senior Adm.  
- Provost/VPAA (academic)  
- VPBF | - Dean/ Senior Admin. < $50,000  
- Provost/VPAA (academic)  
- VPBFVPBF (non-acad.) (≥ $50,000) | - CEO/President |

21.1.1 Analysis Testing

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<tr>
<th></th>
<th>TYPICAL ROUTING FOR DEPARTMENTAL REVIEW</th>
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</thead>
</table>
|                     | - Department Head  
- Dean/Senior Adm.  
- VPBF | - VPBF | - CEO/President |

21.2 Property Transfer Agreements *(inventoried and non-inventoried items)*

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<thead>
<tr>
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</table>
|                     | - Department Head  
- Purchasing  
- Controller  
- VPBF | - Purchasing  
- VPBF | - CEO/President |

21.2.1 Transfer or surplus property

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<tr>
<th></th>
<th>TYPICAL ROUTING FOR DEPARTMENTAL REVIEW</th>
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</tr>
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</table>
|                     | - Department Head  
- Purchasing  
- Controller  
- VPBF | - Purchasing  
- VPBF | - CEO/President |

21.2.2 Transfer within the System

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</table>
|                     | - Department Head  
- Purchasing | - Department Head  
- Purchasing | - Department Head  
- Purchasing |
<table>
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<tr>
<th>TYPE OF CONTRACT</th>
<th>TYPICAL ROUTING FOR DEPARTMENTAL REVIEW</th>
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<th>AUTHORIZATION TO EXECUTE CONTRACTS ($100,000 to $499,999)</th>
</tr>
</thead>
</table>
| 21.2.3 Transfer to another state agency | • Department Head  
• Purchasing  
• Dean/Senior Admin.  
• Controller | • Controller  
• VPBF | • CEO/President |
| 21.2.4 Transfer to an independent third party | • Department Head  
• Purchasing  
• Dean/Senior Admin.  
• Controller | • Controller  
• VPBF | • CEO/President |

22. SERVICES AGREEMENTS (WTAMU acquiring services)

| 22.1 Educational Testing Services | • Dir. of Educ. Services | • VPSA | • VPSA |
| 22.2 Entertainment Events  
Artistic entertainment performance agreements. | • Department Head  
• Purchasing  
• Dean/Senior Admin. | • VPBF | • CEO/President |
| 22.3 Lecture/Seminar Speaker Agreements  
Use of non-faculty/staff to lecture or speak in support of institutional programs. | • Department Head  
• Purchasing | • VPBF | • CEO/President |
| 22.4 Maintenance Agreements | • Department Head  
• Purchasing  
• HUB Coordinator | • Purchasing | • VPBF |
| 22.4.1 Purchase with Equipment Purchase  
Purchase of maintenance services from equipment vendor as an integral part of equipment purchase. | • Department Head  
• Purchasing  
• HUB Coordinator | • Purchasing | • VPBF |
| 22.4.2 Stand Alone Purchase  
Purchase of maintenance services independent from equipment purchase or vendor. | • Department Head  
• Purchasing  
• HUB Coordinator | • Purchasing | • VPBF |
| 22.5 Non-academic Instruction  
Recreational Sports | • Dir. of Rec. Sports  
• VPSA  
• CEO/President | • VPSA ≤ $50,000  
• VPBF > $50,000 | • CEO/President |
<table>
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<tbody>
<tr>
<td>22.6 Statutory Professional Services</td>
<td>Department Head</td>
<td>VPBF</td>
<td>CEO/President</td>
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<tr>
<td>Acquisition of professional services as</td>
<td>Dean</td>
<td></td>
<td></td>
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<tr>
<td>defined by Texas Government Code §2254.002 (accounting, architecture, optometry, medicine, land surveying, real estate appraising, and professional engineering). Agreements for outside counsel must comply with Section 15 herein.</td>
<td>Provost/VPAA</td>
<td></td>
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<td>22.7 Statutory Consulting Services</td>
<td>Department Head</td>
<td>VPBF</td>
<td>CEO/President</td>
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<tr>
<td>Acquisition of consulting services as</td>
<td>Dean</td>
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<td>defined by Texas Government Code §2254.021. Agreements for outside counsel must comply with Section 15 herein.</td>
<td>Provost/VPAA</td>
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<td>22.8 Student Medical Services</td>
<td>University Medical Dr.</td>
<td>VPBF</td>
<td>CEO/President</td>
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<td></td>
<td>Asst. V.P. of Student Affairs</td>
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<td></td>
<td>Purchasing</td>
<td>VPSA</td>
<td></td>
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<tr>
<td>22.9 Unclassified Services</td>
<td>Department Head</td>
<td>VPBF</td>
<td>CEO/President</td>
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<tr>
<td>Purchase of services not specified</td>
<td>Dean</td>
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<tr>
<td>elsewhere.</td>
<td>Provost/VPAA</td>
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<td>23. SPECIAL EVENTS</td>
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<tr>
<td>23.1 Conference/Short-Course</td>
<td>Department Head</td>
<td>Provost/VPAA</td>
<td>CEO/President</td>
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<td></td>
<td>Dean/Senior Adm.</td>
<td>VPBF</td>
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<td></td>
<td>Appropriate Vice President</td>
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<td>23.2 Exhibition Loan Agreements</td>
<td>Department Head</td>
<td>Provost/VPAA</td>
<td>CEO/President</td>
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<td>Documents commitments to display, secure,</td>
<td>Dean/Senior Adm.</td>
<td>VPBF</td>
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<tr>
<td>admit public, etc. to view works of art of</td>
<td>Appropriate Vice President</td>
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<td>material of public interest.</td>
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<tr>
<td>24. UNCLASSIFIED AGREEMENTS</td>
<td>Department Head</td>
<td>VPBF</td>
<td>CEO/President</td>
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<tr>
<td>Contracts and agreements not specifically</td>
<td>Dean</td>
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<td>classified above.</td>
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